

## Purpose

Use this procedure to display and print Confirmation Letters for employee which displays the catch-up for health, dependent life and/or employee optional life plans.

## Prerequisites

- Employee has been enrolled in health and/or life plans.

## Menu Path

Use the following menu path(s) to begin this transaction:

- Human Resources → Personnel Management → Benefits → Forms  
→ HRBEN0015-Confirmation

## Transaction Code

HRBEN0015

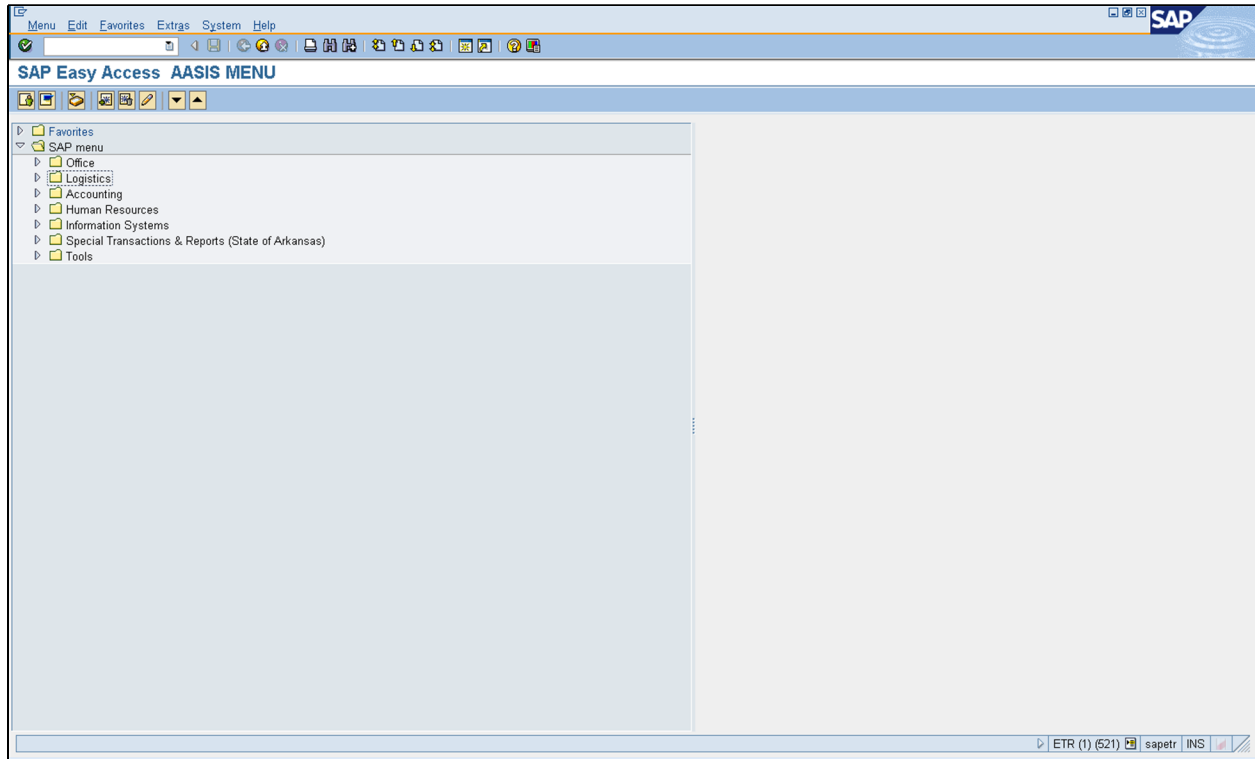
## Tips and Tricks

- Confirmation using HRBEN0015 displays the employees catch-up amounts for health, dependent life and/or employee optional life plans.

## Procedure

1. Start the transaction using the menu path or transaction code.

### SAP Easy Access AASIS MENU

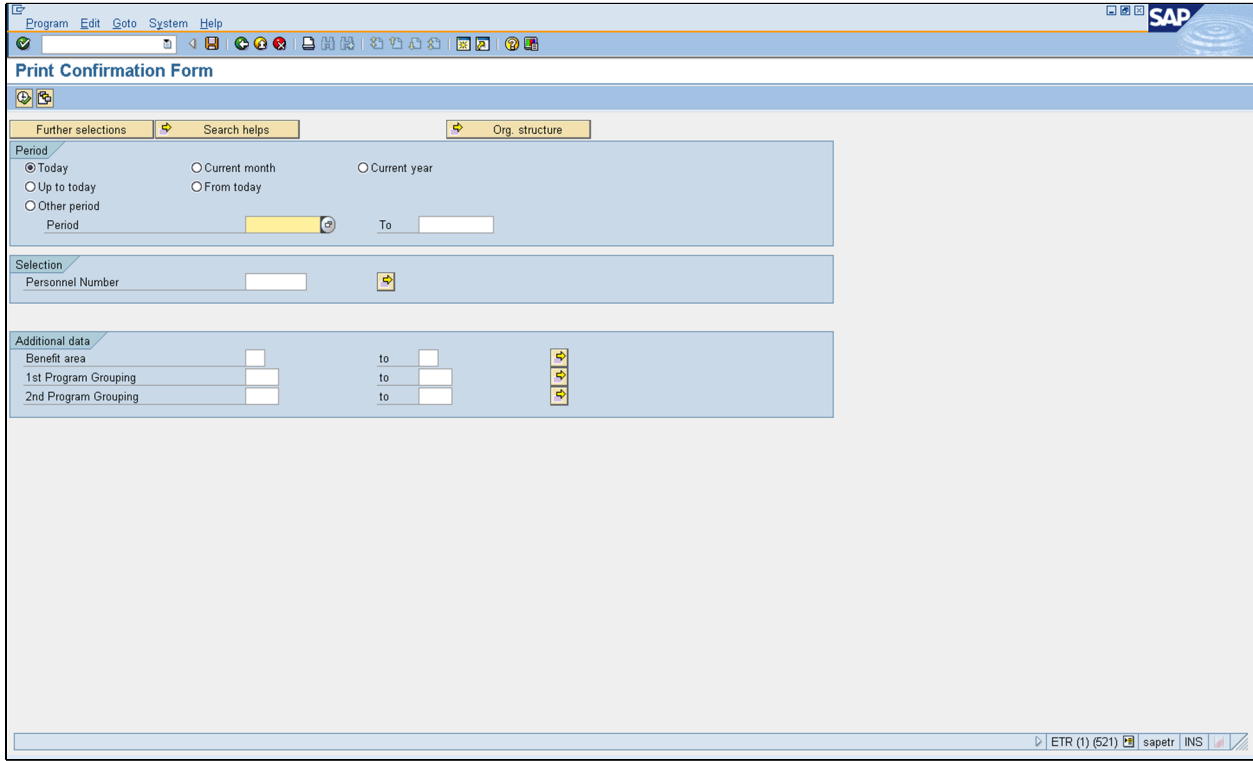


2. As required, complete/review the following fields:

Field	R/O/C	Description
Command Field	Required	Enter Confirmation transaction code. <b>Example:</b> HRBEN0015



3. Click **Enter** .

## Print Confirmation Form



4. Click **Other period** radio button ☐ Other period .
5. Click Period text box  .
6. As required, complete/review the following fields:

Field	R/O/C	Description
Period	Required	Enter begin date of first payroll period of the current fiscal year. <b>Example:</b> 06/13/2010
To	Required	Enter infinity date. <b>Example:</b> 12/31/9999
Personnel Number	Required	Enter personnel number of employee whose benefit confirmation form is to be printed. <b>Example:</b> 2808

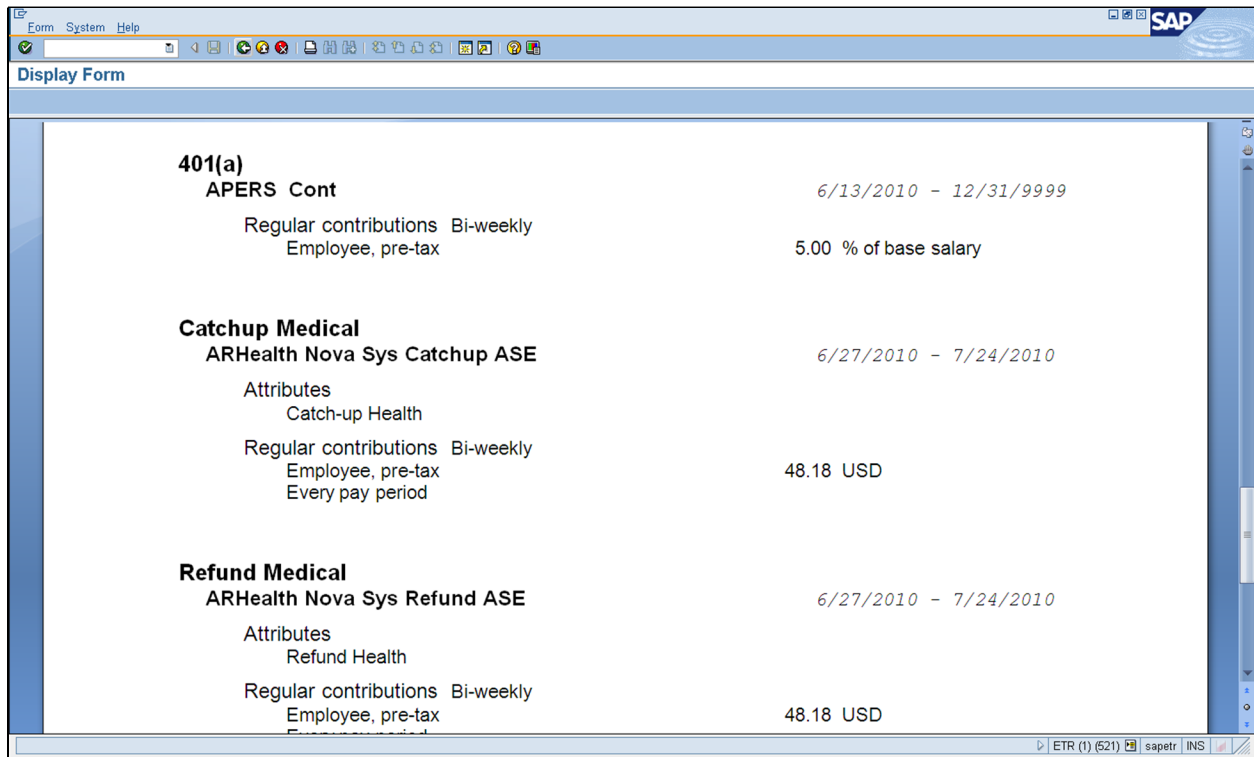
7. Click **Execute** .
8. Select the employee by placing a check in the ☐.
9. Click **Display form**  Display form .

## Microsoft Office Word Security Notice



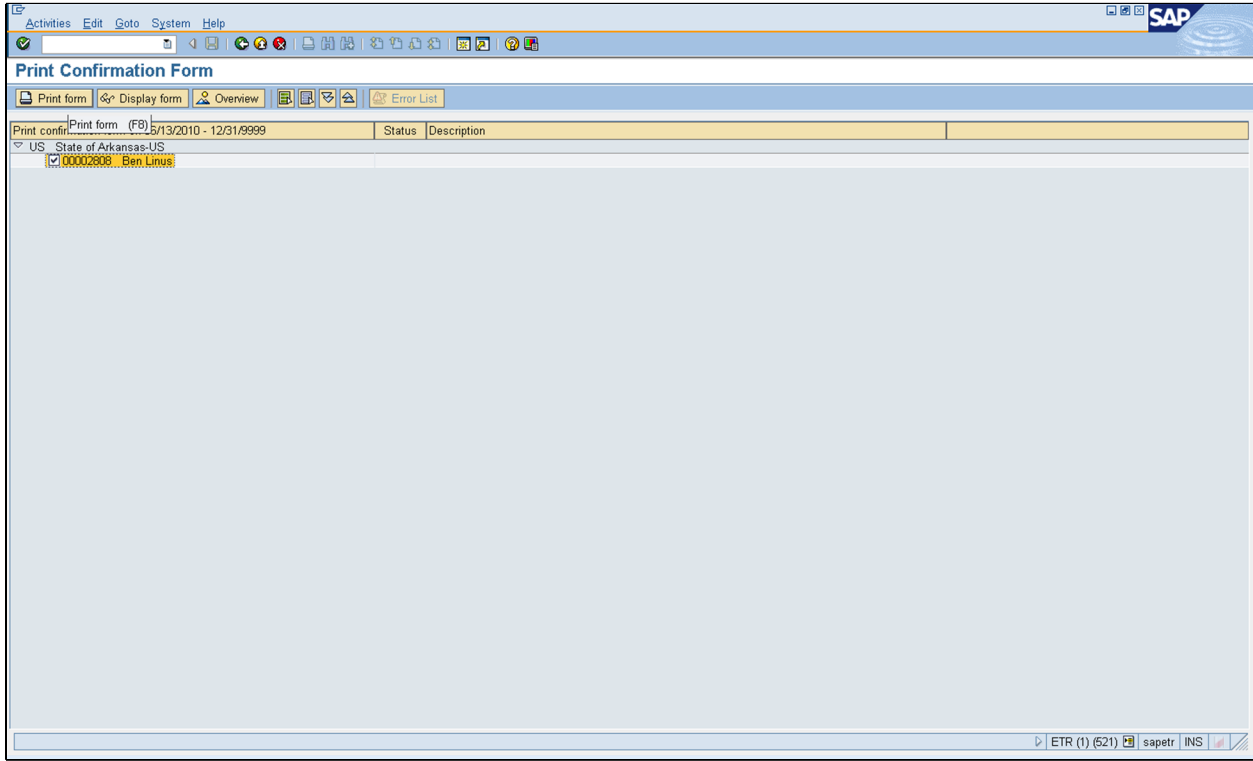
10. A Microsoft Office Word Security Note may appear. Click **Enable Macros** .


## Display Form



11. Click **Back**  to return to the previous screen..

## Print Confirmation Form



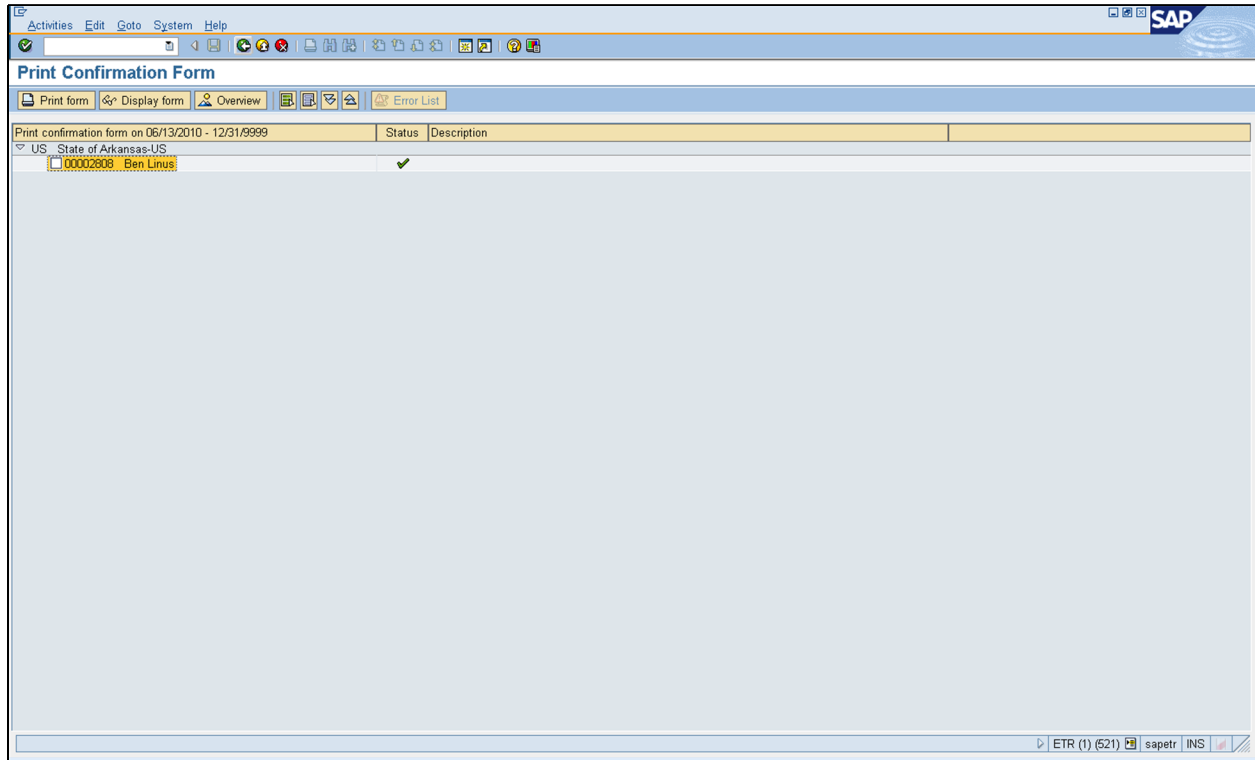
12. A second way to print the Confirmation letter, Click **Print form**  to print Confirmation form for employee to validate enrollment in appropriate benefit plans.

## Microsoft Office Word Security Notice




13. Click **Enable Macros** .

## Print Confirmation Form



Status	Description
✓	US - State of Arkansas-US

14. When the Confirmation letter is sent to the printer, a green check mark appears in the **Status** column. Click **Back**  to return to previous screen.



### Next Steps

The employee should receive a copy of their Confirmation letter within 30 days of enrollment to ensure all plans are correct.



## Summary

A portion of the Confirmation Letter displays Catch-Up for Medical and Life plans.

The Catch-Up is listed by pay periods and reflects the amount of deductions for each.